

# Update Request on Vendor Qualification Completion

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to follow up on the status of our vendor qualification process, which was initiated on [Insert Start Date].

As we are keen to move forward with our partnership, could you please provide us with an update on the completion status? If there are any additional documents or information required from our side to expedite the process, please let us know.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]